

The Smithsonian Institution's new underground African/Asian Museum, Washington, D.C.

(Front and Back Covers): Architectural rendering of the entrance pavilions to the new underground Smithsonian Museum, a center for African, Near Eastern, and Asian cultures. GSA's Public Buildings Service is the construction overseer for the museum.

(Inside Front and Back Covers): Cutaway view of the new African/Asian Museum. Ninety-six percent of the museum will be underground, housing both permanent and traveling exhibitions; conference and classrooms, and offices. Total cost of the museum will be \$75 million, with \$37.5 million coming from the Federal Government and an equal amount from private contributions.

## Opportunity and Challenge

If you're an architect/engineer professional or an A/E firm looking for business opportunities and willing to take on challenging design requirements, the U.S. General Services Administration (GSA) invites you to read this pamphlet.

GSA — the Federal Government's real estate agent, landlord, and building facility developer — needs partners in designing and constructing all types of new buildings, designing and overseeing the renovation of historic structures, or their restoration, and planning and making repairs and alterations for federal workspace. You or your firm would work directly with the Office of Real Property Development, a part of GSA's Public Buildings Service, in one of our regional offices or in our national headquarters in Washington, D.C.

The opportunities for architect/engineer firms are many. Currently, design and construction worth more than \$600 million is underway, ranging from asbestos abatement programs to the building of multistory office complexes. Approximately \$400 million a year is projected for repairs, alterations, and technical services contracts.

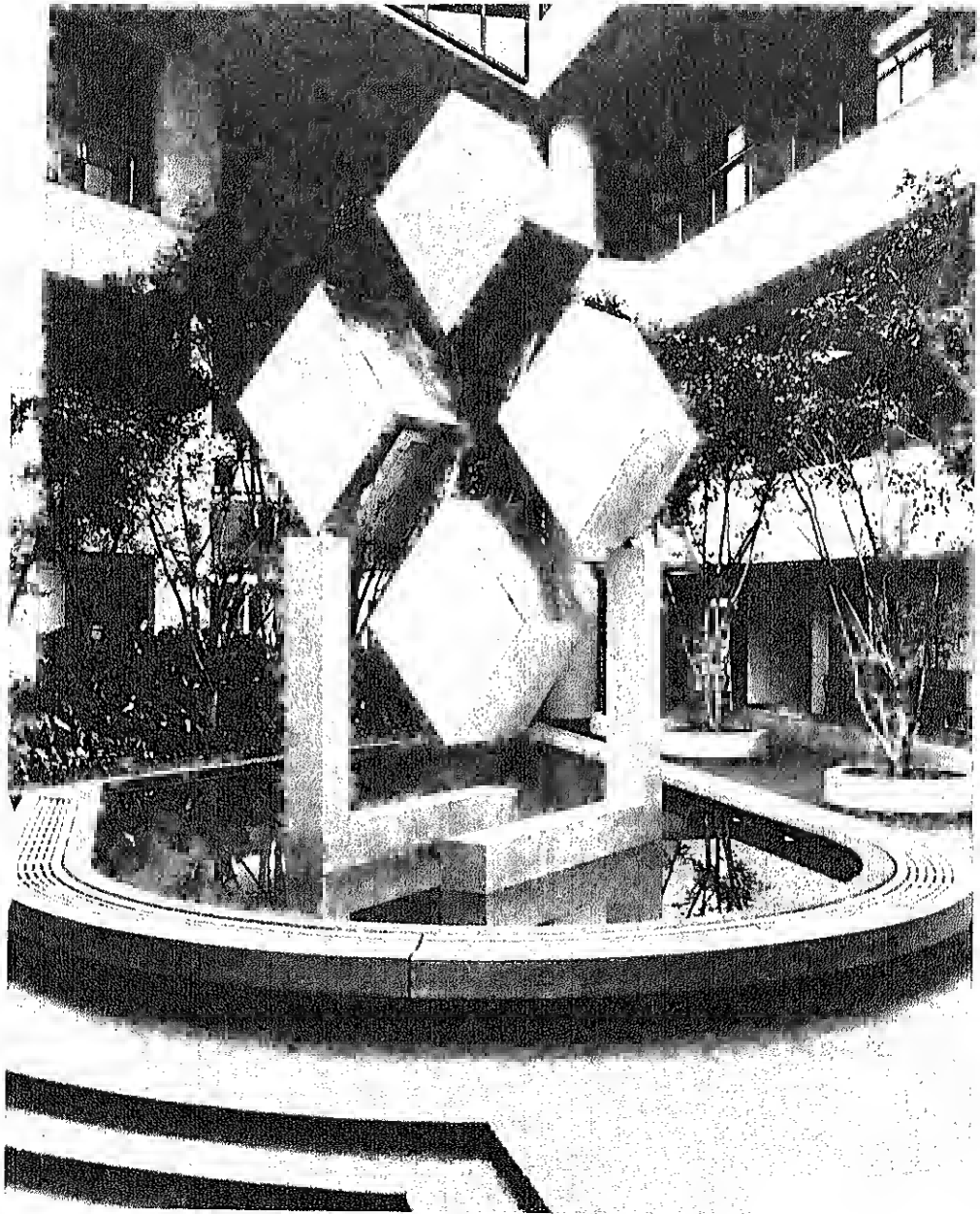
Recently completed and current projects include the design and construction of: renovations to federal courthouses, a customs and immigration border-crossing station, and new exhibit and workshop/laboratory space for a national museum. Studies are also

underway on new concepts and possibilities for federal office space. One special project involved the design and construction of the Portland East Federal Office Building, Portland, Oregon. This multimillion dollar facility incorporates the latest state-of-the-art technology designed for the modern "intelligent building."

Current and future projects include: the Los Angeles Federal Center, Los Angeles, California; Oakland Federal Building, Oakland, California; and the Foreign Service Institute, Arlington, Virginia.

The challenge is in meeting the design requirements of federal buildings with low construction costs but with high operational efficiency, energy management, firesafety, and accessibility for the handicapped. In addition, some projects require buildings to fit on special sites, to blend in with their architectural surroundings, or to meet the technical requirements of special uses.

Whatever the project, GSA — as a conscientious public servant — wants to find the best architectural/engineering talent for the most equitable cost. We in the Public Buildings Service also want the broadest possible field of opportunity for architects/engineers because we believe this healthy competition benefits the national economy while helping GSA to achieve efficiency and effectiveness in design and construction operations.



## Business Opportunities for A-E Firms

To uphold its tradition of excellence in design and construction, the U.S. General Services Administration (GSA) seeks the best architectural services available for the design of federal buildings and other related work.

But architects, engineers, and consultants are often unaware of how to take advantage of the business opportunities offered through GSA programs. The required forms and the government regulations can sometimes be confusing and difficult to understand.

To clear up the confusion, this pamphlet summarizes:

- Who is eligible for GSA professional services contracts.
- How to find out about potential GSA projects.
- What types of contracts are available.
- Where and how to apply.
- How GSA selects a professional services firm.

- How an A/E contract is negotiated with a selected firm.
- How construction costs and design criteria are established.
- What types of building materials are required; and
- Where to get more information on how to do business with the government.

## Who Is Eligible for Professional Services Contracts

GSA awards contracts for design services to the most highly qualified architect/engineer firms. They are selected, according to criteria published by category in the *Commerce Business Daily*, on demonstrated competence and qualifications for the type of professional service required. Some firms may be qualified for one type of project, but not another.

Generally, only architect/engineer firms in the geographic area of the project are considered, but exceptions may be made to accommodate special projects of national significance, sensitivity, or historic value.

*"Tlingit,"* a work by artist Robert Hudson, was installed in the Anchorage, Alaska Federal Building. One half of one percent of the estimated construction cost for a new or renovated federal building is devoted to commissioned artwork under GSA's nationwide art-in-architecture program.

## How To Find Out About Potential GSA Projects

GSA announces all professional services contracts in the *Commerce Business Daily*. Project notices give the location and scope of a project and also contain such information as:

- Estimated construction contract award range.
- Project schedule and the date and time limit for receiving replies.
- Categories of evaluation criteria and weight factors; and
- Any requirements for submitting supplemental information.

The *Commerce Business Daily* is available by subscription from:  
Subscription Service Section  
U.S. Government Printing Office  
Washington, D.C. 20402  
Telephone: (202) 275-3054

The CBD also is available for reading at all GSA Business Service Centers (see the list of Centers on pp. 13-15).

For further information on regional projects, write or call the Director, Design and Construction Division, of the appropriate GSA regional office (see list of offices on pp. 13-15).

Any other inquiry should be sent to the Assistant Commissioner for Real Property Development (PQ), Public Buildings Service, General Services Administration, 18th and F Streets, Washington, D.C. 20405. If you wish to call, the telephone number is (202) 566-1025.

## Commerce Business Daily

TUESDAY, April 15, 1986  
Issue No. PSA-9068

### U.S. GOVERNMENT PROCUREMENTS

#### Services

##### Professional Services

Real Property Contracts Div, Design & Construction,  
Branch (WPPC), 7th & D Streets, SW, Washington, DC  
Chief Professional Services Contracts Section

NEW POST OFFICE, WASHINGTON,  
District Engineer services to upgrade fire safety  
including the electrical power and lighting sys-  
tems including (building exterior cleaning, roof re-  
pairs) all in compliance with

Corps of Engineers, US Army, Fritz G. Lanham Bldg, 819 Tay-  
lor St., Rm 6A18 or POB 17300, Ft Worth TX, 76102-0300, A  
Mr. Timmermans, Military Branch, 817/334-2234, SWPPS-CA  
R - DESIGN OF A THREE COMPANY OPERATIONS AND SUPPLY BUILD-  
ING AT FT HOOD, TX Announcement No. DACA63-86-R-0164. The project involves the  
design of a new, permanent, noncombustible three company operations and supply build-  
ing. This work will require the following items/tasks: utilities, fire protection, storm drain  
communications, access roads and drives, walks, curbs and gutters, a parking  
area, street lighting and associated site improvements. Heating for the facility will be pro-  
vided by a self-contained, gas-fired system. The complex should include a 40 ton air condi-  
tioning system. No demolition will be required. Due to the building restrictions in the am-  
munition storage area, it is necessary to site this structure in a known flood plain. Conse-  
quently this project will include provisions to re-define the flood plain. The design for this pro-  
ject is anticipated to begin in Jun 86 and be completed by Aug 87. The proposed service  
will be obtained by Negotiated Fixed Price Contract. The estimated construction cost is be-  
tween \$1,000,000 and \$5,000,000. In order to receive consideration for this project, appli-  
cants must fulfill the following basic requirements: 1. Adhere to the procedure outlined in  
62.2. Indicate in Block 1 of SFs 254 and 255 if the firm is a large, small, small dis-  
advantaged or woman owned business. The small business size standard is as reflected in  
19. This announcement is not restricted to small business firms. 3. In Block 4 of SF

## What Types of Contracts Are Available

Design contracts are awarded for, but not limited to, such projects as:

- Federal office buildings, court-houses, and research centers.
- Mechanical and electrical systems and elevators.
- Engineering specialties.
- Repairs and alterations to existing buildings; and
- Renovation of historical structures.

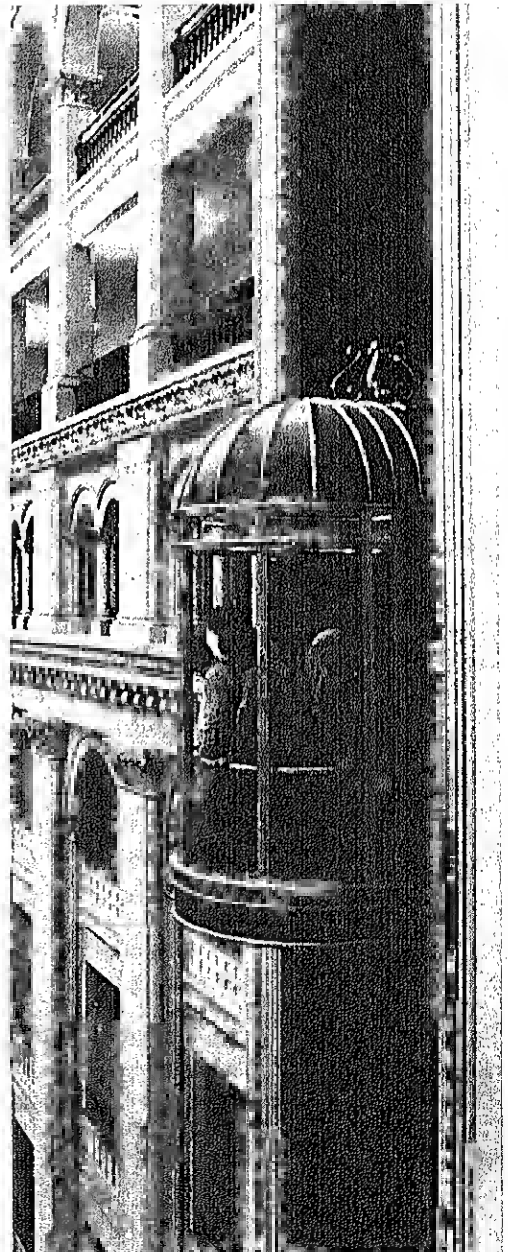
These contract fees are negotiated after the architect/engineer firm is selected.

Other professional services for which contracts are awarded include:

- Soil testing.
- Topographical surveys.
- Design programming.
- Management and inspection of construction.

Such services are generally sub-contracted by an architect/engineering firm when it is necessary to determine subsurface information. The services are reimbursable, exclusive of the contract design fee. Firms interested in providing such services should notify the appropriate Public Buildings Service (PBS) Office of Real Property Development, Office of Design and Construction, of their capabilities (see the list of offices, pp. 13-15).

Visitors to the Nancy Hanks Center (formerly the Old Post Office Building) in Washington, D.C. view the interior courtyard from the glass-enclosed elevator. GSA supervised restoration of the 1899 neo-Romanesque building.



## Where and How To Apply

Architect/engineer firms interested in being considered for design services contracts should read the notices published in the *Commerce Business Daily* and then submit the required forms to the PBS regional office for their area (see the list on pp. 13-15).

The first form required is a:

- **Standard Form 254 (SF 254), Architect-Engineer and Related Services Questionnaire.**

It must be filed with a GSA regional Public Buildings Service office each year. This form also can be updated and resubmitted at any time. A completed form furnishes GSA with general information on the size, capabilities, personnel and past experience of an interested firm. If an A/E firm wants to be considered for a specific project, it must submit a:

- **Standard Form 255 (SF 255), Architect-Engineer and Related Services Questionnaire for Specific Project.**

Copies of both A/E forms are available from the regional PBS offices or the GSA Business Service Centers (see the list on pp. 13-15).

When an A/E project is advertised, GSA does not notify firms directly that have filed an SF 254, Architect-Engineer and Related Services Questionnaire, with a regional Office of Real Property Development, Office of Design and Construction. Project advertisements, or notices, are written for and tailored to

each specific project and invite interested firms to submit:

- An SF 254.
- An SF 255.
- Any supplemental data requested in the announcement.

Firms that have a current SF 254, Architect-Engineer and Related Services Questionnaire, on file with the listed procurement office are not required to resubmit that form; however, they must submit an SF 255, Architect-Engineer and Related Services Questionnaire for Specific Project, to be considered for each separate project.

STANDARD  
FORM (SF)

**255**

**Architect-Engineer  
and Related Services  
Questionnaire for  
Specific Project**

**4. Personnel by Discipline:**  
(List each person only once,  
by primary function.)

- ☐ Administrative
- ☐ Architects
- ☐ Chemical Engineers
- ☐ Civil Engineers
- ☐ Construction Inspectors
- ☐ Draftsmen
- ☐ Ecologists
- ☐ Economists
- ☐ Electrical Engineers
- ☐ Estimators
- ☐ Geologists
- ☐ Hydrologists
- ☐ Interior Designers
- ☐ Landscape Architects
- ☐ Mechanical Engineers

## How GSA Selects a Professional Services Firm

• **First Step.** Regional Slate Selection Boards on Architectural and Engineering Services are staffed by GSA professional architects and engineers. They meet periodically to review the responses from A/E firms to the *Commerce Business Daily* notices and to identify a list of the best qualified firms for all new construction projects and for those repair and alteration projects to be

designed through an A/E professional services contract. In evaluating A/E firms, Regional Slate Selection Boards consider the qualifications, the performance record, and all supplemental information contained in Standard Forms 254 and 255.

• **Second Step.** The firms recommended for further consideration are sent detailed selection criteria and other information about the project. They also are invited for interviews with GSA architects/engineers who serve on an A/E Evaluation Board. For each project, a minimum of three panel members evaluate each firm's strengths and weaknesses as indicated by the firm's interview responses to detailed selection criteria. When all interviews are completed, the competing firms are ranked in order — one, two, and three.

• **Third Step.** Final selection of the architect/engineer firm is made by each GSA regional administrator from the list of the top three firms. If a firm is chosen that is not on the recommended list, the regional administrator must document and justify this decision for the public record.

The entire selection process itself, the separate boards, and the separate approving authority provide safeguards to insure objectivity. Evaluations are made by qualified professionals and deliberations are held in strict confidence.

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### Architect-Engineer and Related Services Questionnaire

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Industrial Buildings; Manufacturing Plants  
Industrial Processes; Quality Control  
Industrial Waste Treatment  
Interior Design; Space Planning  
Irrigation; Drainage  
Judicial and Courtroom Facilities  
Laboratories; Medical Research  
Facilities  
Landscape Architecture  
Libraries; Museums; Galleries  
Lighting (*Interiors; Display; Theatre, Etc.*)  
Lighting (*Exteriors; Streets; Memorials;  
Athletic Fields, Etc.*)  
Materials Handling Systems; Conveyors;  
Sorters  
Metallurgy  
Microclimatology; Tropical Engineering  
Military Design Standards  
Heating; Ventilating; Air Conditioning  
Health Systems Planning  
Highrise; Air-Rights-Type Buildings



### How an A/E Contract Is Negotiated with a Selected Firm

The top-ranked firm is invited to send representatives to a meeting with staff members of the GSA regional office that will administer the contract. The firm is asked to submit a fee proposal listing direct and indirect costs as the basis for contract negotiations. Contract negotiations are conducted following an evaluation of the fee proposal and an audit when the proposed design fee is more than \$100,000.

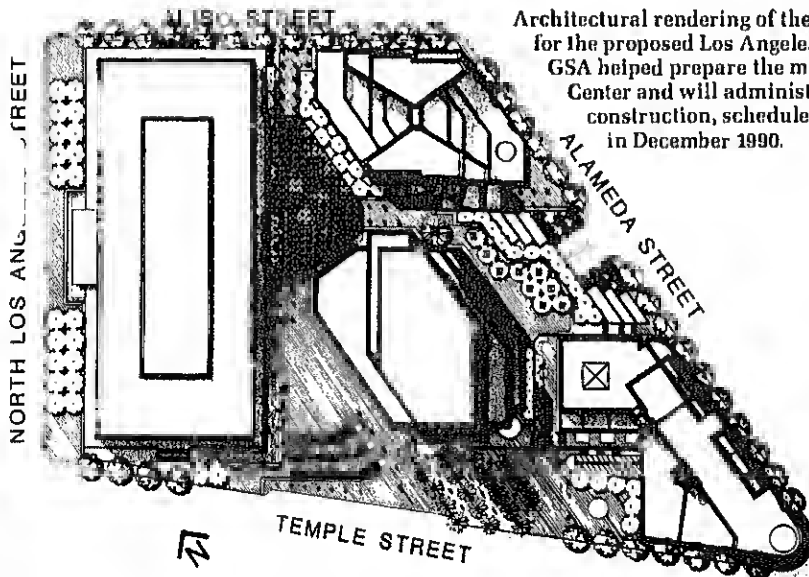
Contracts are negotiated for a fixed price based on detailed cost and price analysis. As the work develops, payments are made for progressive design submissions in amounts negotiated and listed in the design contract.

If a fee cannot be agreed on, the second-ranked firm is invited to submit a

proposal, and, if necessary, the third eligible firm. If GSA is unable to negotiate a satisfactory design fee, additional firms, ranked by competence and qualifications, will be identified and the negotiation process continued until an agreement is reached and a contract awarded.

### How Construction Cost and Design Criteria Are Established

Before the design is undertaken, estimated construction cost and design criteria are mutually agreed to during negotiations between the architect/engineer firm and GSA. The Public Buildings Service furnishes planning data as quickly as possible on space requirements, subsurface conditions, existing utilities, and special agency requirements.



Architectural rendering of the overall site plan for the proposed Los Angeles Federal Center. GSA helped prepare the master plan for the Center and will administer the design and construction, scheduled for completion in December 1990.

## Types of Building Materials Required

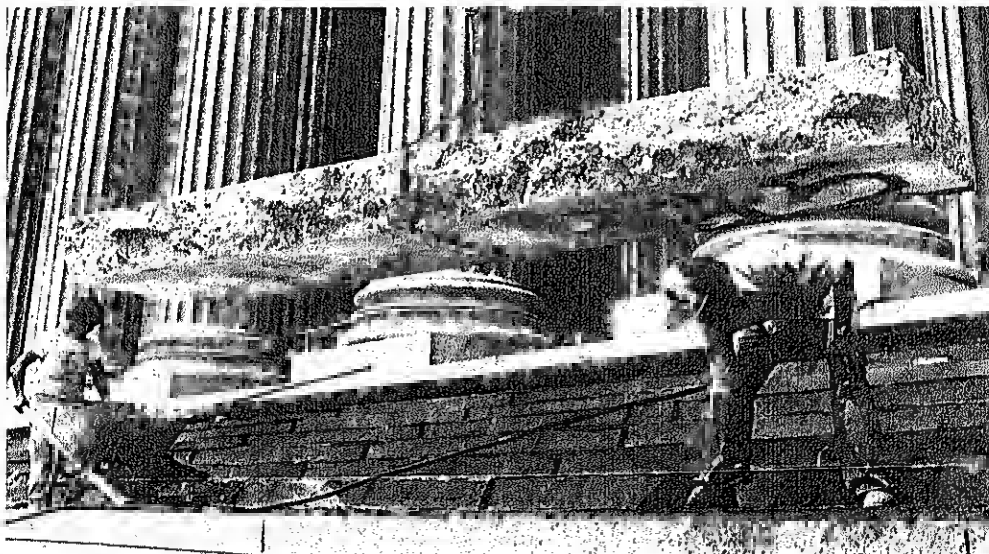
Materials, which generally should be available in the ordinary competitive market, must conform to GSA specifications and prove adaptable to the project. Using competitively restricted materials must be justified by the special needs of the project.

Architects are urged to give prime consideration to material indigenous to the project area as well as to those which, within project cost limitations, are complementary to the surrounding environment.

(Right) Close-up of interior columns in the restored Pension Building, Washington, D.C.



(Below) Stonemasons, hired under government contract, install new steps for the main entrance to the National Archives, Washington, D.C.



## Where To Get More Information

Architect/engineer firms who would like more information on how to do business with the Federal Government may want to order one or more of the publications listed below.

- **General Services Administration.** The GSA publication, *Doing Business With the Federal Government*, explains the policies of GSA, the Department of Defense, and other agencies in awarding architectural and engineering services contracts. The publication also contains the locations and telephone numbers of GSA Business Service Centers and 77 GSA Small Business Information Offices across the country. A copy is available free from a GSA Business Service Center (see the list of addresses, pp. 13-15). *Doing Business* also is for sale from the Government Printing Office in Washington, D.C., and at 24 GPO bookstores in major cities. The order number is 022-003-01136-6 and the price is \$2.50.

Write or call:  
 Superintendent of Documents  
 U.S. Government Printing Office  
 Washington, D.C. 20402  
 (202) 783-3238

GSA's *Washington, D.C., Federal Buying Directory* gives the names, addresses, and telephone numbers of offices to contact in each agency about business opportunities. This publication is available free from GSA's Business Service Centers.

- **Department of Commerce.** The U.S. Department of Commerce publishes the *Commerce Business Daily* Monday through Friday. It lists notices of professional architect/engineer service con-

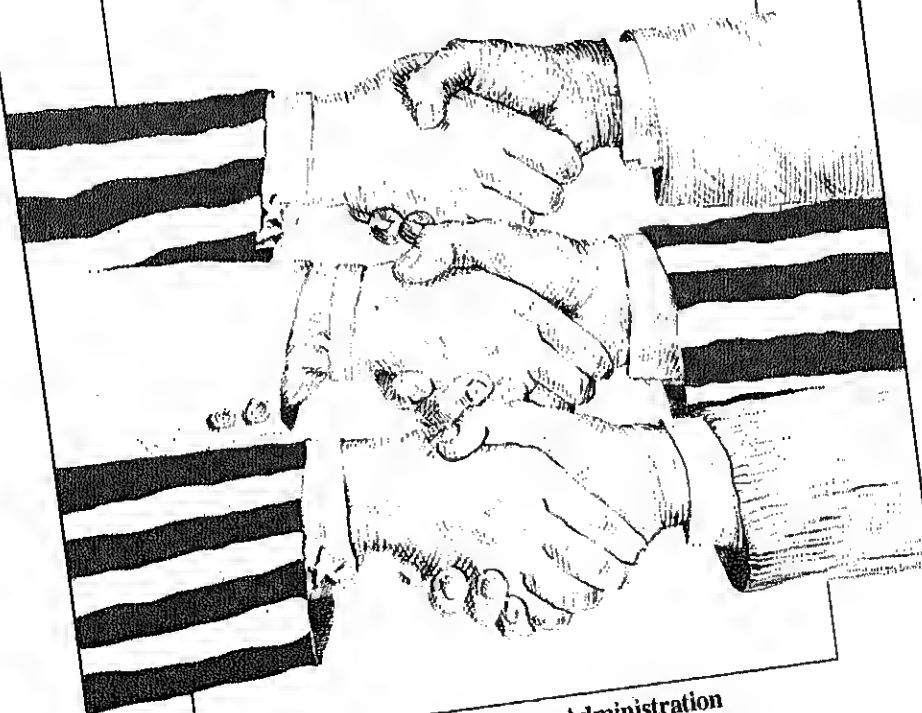
tracts. (For more information, see p. 4 of this pamphlet)

- **Department of Defense.** The U.S. Department of Defense issues the following publication, which may be ordered from GPO at the above address: *How to Obtain Consideration for Architect-Engineer Contracts with the Department of Defense*. The order number is 008-007-02778-6; \$2.50.

- **Other Federal Agencies.** Many federal agencies with procurement authority issue their own information materials explaining their contracting needs, policies, and procedures. One such publication is *Let's Do Business* which is available free from the:

Veterans Administration  
 Marketing Center  
 810 Vermont Avenue, NW  
 Washington, D.C. 20420  
 Telephone: (202) 376-6996

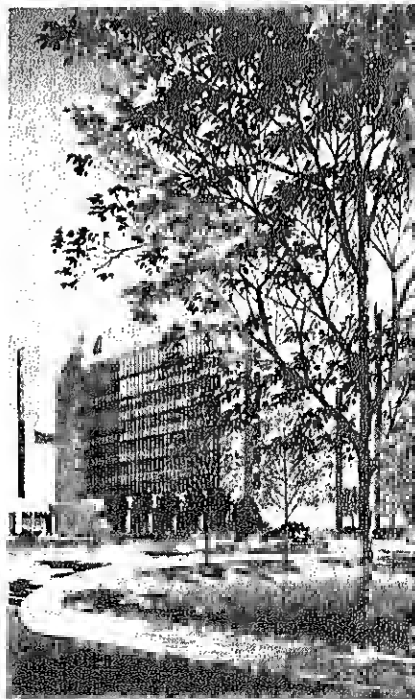
# **Doing Business With The Federal Government**



**U.S. General Services Administration**

**(Right):** The Portland East FOB under construction. This is the first "intelligent" federal building to incorporate voice/data telecommunications, centralized monitoring for security and climate, direct digital control for heating, ventilating, and cooling systems; and total building heating by recovering waste heat from computers.

**(Below):** Architectural rendering of the new Portland (Oregon) East Federal Office Building.





## Regional Offices

GSA's Regional Offices of Real Property Development, Office of Design and Construction, Public Buildings Service, and the Regional Business Service Centers can provide additional information for architect/engineer firms interested in doing business with the General Services Administration. The following addresses are the same for both the Office of Design and Construction and the BSCs, except where noted. Telephone numbers are shown as either D & C, PBS or BSC.

**National Capital Region**  
 District of Columbia, nearby metropolitan Maryland and Virginia  
 7th and D Sts., SW  
 Washington, DC 20407  
 Capital Improvements, PBS  
 (202) 472-4550  
 BSC (202) 472-1804

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**Region 1 (BSC only)**

Connecticut, Maine, Massachusetts,  
New Hampshire, Rhode Island, Vermont  
John W. McCormack Post Office and  
Courthouse  
Boston, MA 02109  
(617) 223-2868

**Region 2 (BSC only)**

New Jersey, New York, Puerto Rico, U. S.  
Virgin Islands  
26 Federal Plaza  
New York, NY 10278  
(212) 264-1234

**Region 2 (D & C, PBS only)**

Connecticut, Maine, Massachusetts,  
New Hampshire, New Jersey, New York,  
Puerto Rico, Rhode Island, Vermont,  
U.S. Virgin Islands  
26 Federal Plaza  
New York, NY 10276  
(212) 264-4245

**Region 3**

Delaware, Pennsylvania, Maryland, and  
Virginia (except the District of  
Columbia, nearby Maryland and  
Virginia), West Virginia  
Federal Building and Courthouse  
Ninth and Market Sts.  
Philadelphia, PA 19107  
D & C, PBS (215) 597-1464  
BSC (215) 597-9613

**Region 4**

Alabama, Florida, Georgia, Kentucky,  
Mississippi, North Carolina, South  
Carolina, Tennessee  
Richard B. Russell Federal Building  
75 Spring St., SW  
Atlanta, GA 30303  
D & C, PBS (404) 331-5131  
BSC (404) 331-5103

**Region 5**

Illinois, Indiana, Michigan,  
Minnesota, Ohio, Wisconsin  
John C. Kluczynski Federal Building  
230 South Dearborn St.  
Chicago, IL 60604  
D & C, PBS (312) 353-5897  
BSC (312) 353-5383

**Region 6**

Iowa, Kansas, Missouri, Nebraska  
Federal Center  
1500 East Bennister Rd.  
Kansas City, MO 64131  
RPD, PBS (816) 926-7431  
BSC (816) 926-7203

**Region 7 (BSC only)**

Arkansas, Louisiana, New Mexico,  
Oklahoma, Texas  
819 Taylor St.  
Fort Worth, TX 76102  
(817) 334-3284

**Region 7 (D & C, PBS only)**

Arkansas, Colorado, Louisiana,  
Montana, New Mexico, North Dakota,  
Oklahoma, South Dakota, Texas, Utah,  
Wyoming

819 Taylor St.  
Fort Worth, TX 76102  
(817) 334-2561

**Region 10 (BSC only)**

Alaska, Idaho, Oregon, and Washington

915 Second Ave.  
Seattle, WA 98174  
(206) 442-5556

**Region 8 (BSC only)**

Colorado, Montana, North Dakota,  
South Dakota, Utah, Wyoming

Denver Federal Center  
Building 41  
Denver, CO 80225  
(303) 236-7409

**Region 9 (BSC only)**

Arizona; Los Angeles and Southern  
California; Clark County, Nevada

300 North Los Angeles St.  
Los Angeles, CA 90012  
(213) 894-3210

Northern California; Hawaii; all of  
Nevada except Clark County

525 Market St.  
San Francisco, CA 94105  
(415) 974-9000

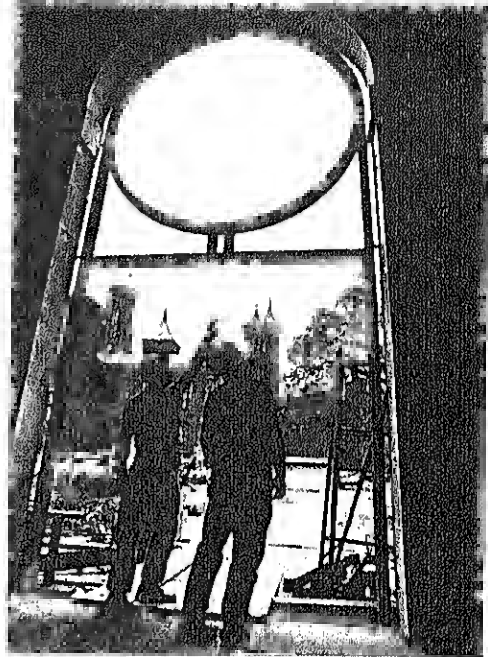
**Region 9 (D & C, PBS only)**

Alaska, Arizona, California, Hawaii,  
Idaho, Nevada, Oregon, and Washington

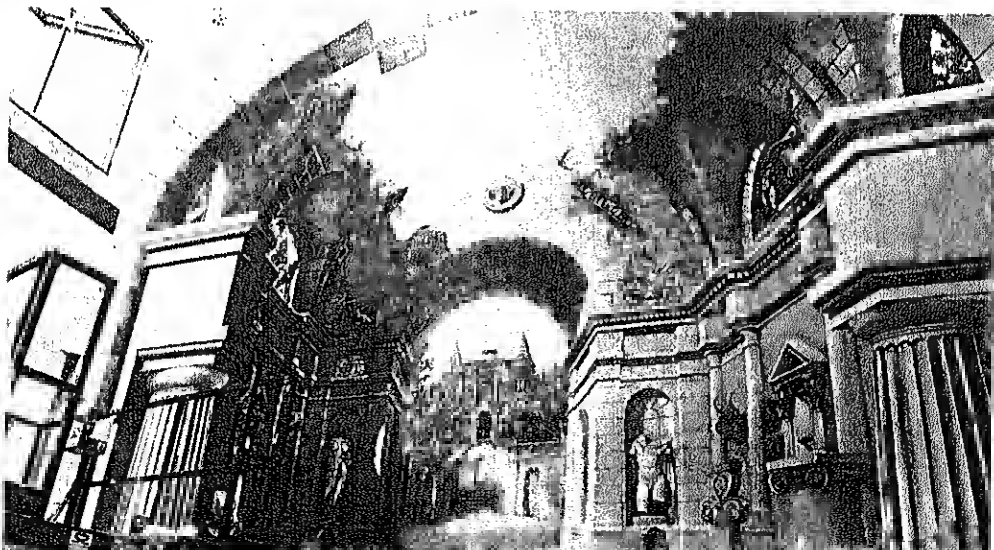
525 Market St.  
San Francisco, CA 94105  
(415) 974-9030

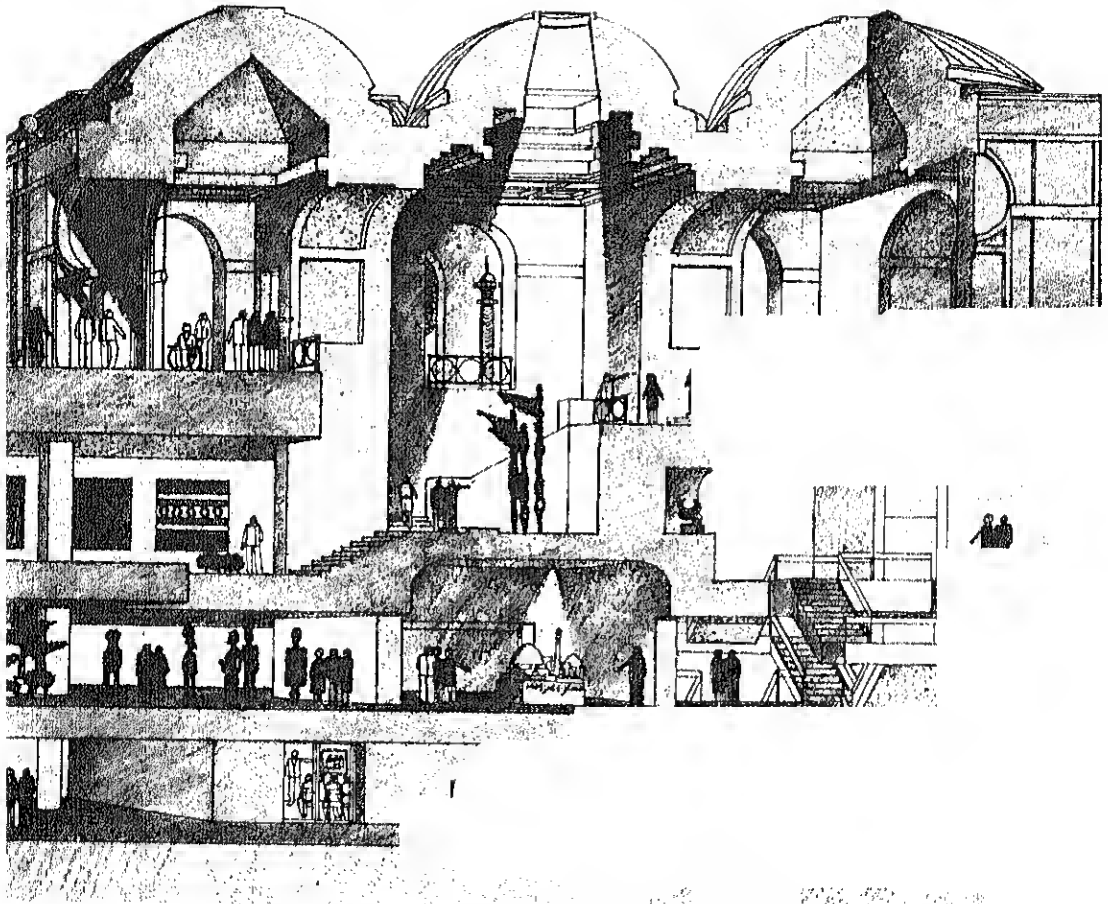


(Right): Construction workers admire the view of the Smithsonian Castle (circa 1849) from one entrance to the new African/Asian Museum.



(Below): Trompe l'oeil mural decorates one end of hallway in African/Asian Museum. (Extension platform for painters is at left.)





March 1987

U.S. General Services Administration  
Public Buildings Service  
Office of Real Property Development  
Washington, D.C. 20405